

TOWN OF WINDHAM, NH
Invitation to Bid
HVAC SYSTEM INSTALLATION

The Town of Windham is inviting bids from qualified individuals or companies, acting singularly or in consortium, for the **installation of new HVAC system(s)** at the Windham Searles Building, located at 3 Chapel Road, Windham, NH 03087.

Bids are due **no later than 2:00 PM on September 5, 2019** and will be awarded by the Board of Selectmen at a regularly scheduled meeting. Bidders may have a representative present at said Board of Selectmen's meeting.

The Town reserves the right to reject any and all bids, to award bids in whole or in part, waive technicalities or formalities, and to accept any bid deemed to be in the best interest of the Town.

SECTION I: GENERAL REQUIREMENTS:

- A. Bids for the HVAC project may be submitted in person at the Administrative Office located at 4 North Lowell Road, or mailed to 3 North Lowell Road, Windham, NH 03087, **TO ARRIVE NO LATER THAN 2:00 PM on September 5, 2019**. Bids are to be submitted in a sealed envelope, clearly marked **SEARLES HVAC BID**. A bidder should use supplied **BID FORM** and may attach any explanatory materials, brochures, or other documents that it may feel of use in the presentation of its bid.

Bids will be publicly opened and read at this time by the Town Administrator, or representative, and will be publicly awarded at a regular meeting of the Board of Selectmen on or about September 9, 2019.

The Town will not be responsible for late mail deliveries and no bid will be accepted if received after the time stipulated above. No bids will be accepted via fax or email. Any late bids will be returned to the contractor. All inquiries and correspondence regarding the bid documents shall be directed to:

Dennis Senibaldi, General Services Manager @ 978-857-0970

- B. All bids shall be valid for at least sixty (60) days from the due date. No bid may be withdrawn prior to sixty (60) days from the due date. The Town may request additional information after the bid opening.
- C. The Town is seeking a single turnkey bid. However, the Town will accept separate contracts for individual phases under these specifications, if one company agrees to oversee and accept the responsibility to implement the whole system.
- D. Contractors may submit multiple bids. Each bid will be evaluated separately.
- E. The Town reserves the right to reject any and all bids, either in whole or in part; to waive any defects, formalities and/or irregularities in bid responses; to accept substitutions or exceptions to these requirements; to negotiate with the successful contractor; and to otherwise act as shall be determined by the Board of Selectmen to be in the best interest of the Town.
- F. Town is a tax exempt organization.

SECTION II: STATEMENT OF WORK:

The contractor shall provide the material, expertise, equipment and personnel to accomplish the following:

- A) The contractor will replace the HVAC unit(s) (Hydro-Air System) for the Chapel Side room of the Searles Building with units of comparable capabilities and with equal or better heating and cooling efficiency. The boiler units of said systems are not being replaced, only the air handlers, duct work and condensers. See Appendix B for information concerning the existing system. Since system efficiency is very important, serious consideration should be given to the use of variable speed fans in the proposed systems.
- B) The contractor shall specify and install new WIFI capable Thermostat(s) which will be compatible with the current control system for the building. Any components added shall not be proprietary, and shall use open source computer code for its operation. The contractor shall identify the components proposed and provide sufficient detail for the Town to evaluate the systems performance.
- C) The contractor shall be responsible for removal and disposal of the old HVAC system components, including the associated duct work.
- D) New lined duct work is to be installed by the contractor with sound deadening fittings and materials.
- E) The contractor shall start-up and test the new system to ensure operational performance.
- F) The contractor shall provide detailed sheets on the products and units that they are proposing for the new system.

SECTION III: EVALUATION PROCESS:

The evaluation process will include each bid being reviewed by the General Service Managers, Town Administrator, and the Windham Local Energy Committee whose collective recommendation will be submitted to the full Board of Selectmen for approval.

Bids will be scored against evaluation criteria as presented below. Bidders should supply all evaluation criteria as part of their bid proposal. No award will be made to any contractor who cannot satisfy the Board of Selectmen that they have sufficient ability and sufficient capital and plan to enable them to prosecute and complete delivery of the services successfully. The Board's decision or judgment on these matters shall be final, conclusive, and binding. Please review the following criteria and rating formula.

Evaluation Criteria

The selection of the contractor who offers the best value to the Town will be based on the lowest annualized cost to the Town. The items which will be considered will include the following:

1. Purchase cost
2. Performance
3. System efficiency (yearly Electricity and Propane costs)
4. System reliability (Mean Time Between Failure – MTBF)
5. System Warranty
6. Maintenance Costs (contractor estimate) includes description of Maintenance planned/required and Costs associated with the annual and long term Maintenance

The bidder shall provide the information detailed in Appendix A

SECTION IV: TIME TABLE:

The following schedule shall be adhered to under these specifications:

Bid Solicitation	August 13 to September 5, 2019
Due Date for Bids	September 5, 2019
Bid Opening	September 5, 2019
Bid Award	Anticipated September 9, 2019
Project Completion	November 7, 2019 or sooner

SECTION V: PERFORMANCE BOND:

The Town will require the contractor to post a one-year performance bond, at the time of bid award, for the full value of the contract if it exceeds \$35,000. This cost shall be included in the total bid price.

SECTION VI: PENALTY:

If, for any reason, the contractor fails to fulfill the terms of their bid, including the timeframes for completion, unless changes are mutually agreed upon by both parties, the Town shall have the right to impose penalties of one hundred dollars (\$100.00) per day.

SECTION VII: PAYMENT TERMS:

The successful bidder will be paid within thirty (30) days of the date the project is completed and accepted by the Town of Windham, or per other arrangements as mutually agreed upon by the contractor and the Town.

SECTION VIII: INSURANCE:

1. *Worker's Compensation Insurance:* The contractor shall purchase and maintain such insurance as necessary to protect them from claims under worker's compensation acts, and for any claims for damages for personal injury, including death, which may arise from operations under this contract and in case any such work is sublet, the contractor shall require the subcontractor similarly to provide like insurance for all of the latter's employees to be engaged in such work.
2. *Public Liability and Property Damage Insurance:* The contractor shall purchase and maintain such public liability and property damage insurance as shall protect them and any subcontractor performing work covered by this bid from claims for damage for personal injury, including accidental death, as well as from claims for property damage, real or personal, to property owned or in the custody of private individuals, firms, or corporations, or associations and to property owned by, or in the custody of the State, which may arise from operations under this bid by themselves or any subcontractor or by anyone directly or indirectly employed by the contractor.
3. *Certificates:* The contractor shall file preliminary certificates with the bid submission showing that the above insurance has been purchased. The adequacy of protection shall be subject to the approval of the Board of Selectmen

SECTION IX: REFERENCES:

A list of references may be requested for review by the Town.

SECTION X: NON COLLUSION CLAUSE:

“The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section the word “person” means any natural person, joint venture, partnership, corporation or other business or legal entity. Further, I certify that the items to be supplied by my firm will meet or exceed the specifications as listed in this request for bid.”

FIRM: _____ SIGNATURE: _____

_____ NAME (PRINT): _____

_____ TITLE: _____

TELEPHONE: _____ DATE: _____

APPENDIX A - BID FORM

NAME OF BIDDER: _____

ADDRESS: _____

PHONE: _____ EMAIL ADDRESS _____

SUPPORT CONTRACTORS: (with addresses and contact information as above)

ADDRESS: _____

PHONE: _____ EMAIL ADDRESS _____

SEARLES BUILDING

ALL MECHANICAL AND CONTROL SYSTEM COMPONENTS: \$ _____

OTHER COSTS: \$ _____

TOTAL COST: \$ _____

Cooling capacity for each unit		In BTU/hr.
Cooling system EER or SEER		Energy efficiency ratio
# of cooling stages		Choose 1, 2
Economizer		Choose Yes/No
Economizer Type		Differential dry-bulb or Differential enthalpy
Condenser unit power (including blower and compressor)		In Kilowatts
Evaporator fan power		In Watts
Condenser fan power		In Watts
# Evaporator fan speeds		Choose 1 or multiple
# Condenser fan speeds		Choose 1 or multiple
Evaporator fan control		Always ON or Cycles with compressor
Condenser fan control		Always ON or Cycles with compressor
Annual maintenance costs	\$	In Dollars
AFUE for propane burner		In Percent %
System Reliability		MTBF

SIGNATURE AND TITLE OF COMPANY OFFICIAL: _____

APPENDIX B – SEARLES BUILDING CURRENT HVAC SYSTEM DESCRIPTION

The Town's best-available information for the elements of the current Searles HVAC system are enumerated below.

First Unit:

Environmental Technologies Model VV12B-R4BR-H2AR-01212-DKA17-FC1

TAG – AHU - 1

Tag On Unit Shown Below

MODEL: VV12B-R4BR-H2AR-01212-DKA17-FC1		TAG: AHU-1	
MTR. HP: 1	VOLTS: 208	PHASE: 3	HZ: 60
MINIMUM SUPPLY CIRCUIT AMPACITY: 4.25		MAXIMUM SUPPLY CIRCUIT PROTECTION: 15	
MAX. INLET WATER ° F 200	MAX OPERATING PRESSURE		REFRIGERANT
	STEAM	WATER @ 200° F	TYPE
			FIELD CHARGE
			DESIGN PRESSURE
			HIGH SIDE
			LOW SIDE
DUCT CONNECTED UNITS TESTED AT — IN WC SP			
CONTROL VOLTS:		CONTROL VA:	
SEE SEPARATE INSTALLATION, OPERATION, AND MAINTENANCE INSTRUCTIONS. 121495AHU			
UP ↑		ENVIRONMENTAL TECHNOLOGIES, A CORPORATION	

CAUTION
This unit is designed to operate against a specific amount of external static pressure. Operation of this unit at other than design conditions may result in motor damage and may void warranty.

ETL LISTED
FAN COIL UNITS
AND ROOM FAN
HEATER UNITS
Conforms To ANSI/UL-883
ETL TESTING LABORATORIES, INC.
CORTLAND, NEW YORK 13045

Second Unit:

Environmental Technologies Model VV12B-R4BR-H2AR-01212-DKA17-FC1

TAG – AHU -2

MODEL: VV12B-R4BR-H2AR-01212-DKA17-FC1				TAG: AHU-2	
MTR. HP: 1	VOLTS: 208	PHASE: 3	HZ: 60	FLA: 4	
MINIMUM SUPPLY CIRCUIT AMPACITY: 4.25		MAXIMUM SUPPLY CIRCUIT PROTECTION: 15			
MAX. INLET WATER ° F 200	MAX OPERATING PRESSURE		REFRIGERANT		
	STEAM	WATER @ 200° F	TYPE	FIELD CHARGE	DESIGN PRESSURE
		250	R 22	05 LB 13 OZ	HIGH SIDE 400 LOW SIDE 150
DUCT CONNECTED UNITS TESTED AT --- IN WC SP ---					
CONTROL VOLTS: ---			CONTROL VA: ---		
SEE SEPARATE INSTALLATION, OPERATION, AND MAINTENANCE INSTRUCTIONS.				121495AHU	
UP ↑		ENVIRONMENTAL TECHNOLOGIES, A CORPORATION			

CAUTION

This unit is designed to operate against a specific amount of external static pressure. Operation of this unit at other than design

ETL LISTED

FAN COIL UNITS AND ROOM FAN HEATER UNITS

41629 Conforms To ANSI/UL-883

ETL TESTING LABORATORIES, INC. CORTLAND, NEW YORK 13045

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